



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL INTERESTED PERSONS
Job Classification	ADMINISTRATION MANAGER
Posting Number	PN# 109780
Department	Health & Human Services Department
Division	Disease Prevention and Control
Section	Bureau of HIV/STD Prevention
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

**DESCRIPTION OF DUTIES**

Performs substantially complex and varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

**CORE FUNCTIONS**

- Manages Bureau's financial operations; including budget planning, revisions, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- Ensures financial expenditures comply with the Department's policies and professional industry standards and guidelines.
- Serves as the Bureau's primary liaison with grant and division management with personnel on the matters of administration for HIV/STD Prevention.
- Manages, trains, evaluates, and provides guidance to financial, administrative, and training supervision staff.
- Facilitates personnel processes for the Bureau, maintains Bureau policies, procedures, personnel, and attendance records.
- Prepares reports, narratives, and other correspondence relating to Bureau financial activities.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of pertinent, progressive professional, administration, accounting or a closely related field are required. A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS** None

**PREFERENCES**

- Master's degree in Public Health or related field.
- Working knowledge of HIV/STD and relevant Community Based Organizations.
- Experience in fiscal monitoring and reporting, and working with health care professionals.
- Strong verbal and communication skills.
- Working knowledge of data management and accounting software, and SAP experience.

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** ☒Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION** **GRANT FUND POSITION**

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 26**  
\$1,587 - \$3,016 Biweekly \$41,262 - \$78,416 Annually

**OPENING DATE** April 5, 2006

**CLOSING DATE** Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

